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Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

6 February 2017

English only

First session
Vienna, 2-12 May 2017

Information for States parties, observer States and intergovernmental organizations

The present document provides preliminary information for participants in the first session of the Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons. Any necessary additional information will be provided closer to the date of the session. Documentation and other information will be posted, as it becomes available, on the website of the 2017 Preparatory Committee (www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2017/).

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I. Dates and venue

1. The first session of the Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons will be held in Vienna from 2 to 12 May 2017.

2. The opening meeting will begin at 10 a.m. on Monday, 2 May, and will be held in Conference Room M1 at the Vienna International Centre.

II. List of speakers and general debate

3. The list of speakers for the general debate will be open from 10 a.m. (New York time) on 7 April 2017. States parties wishing to add the names of their representatives to the list of speakers for the general debate are invited to contact the Treaty secretariat (Mr. Hong Tan, Room S-3164, tel.: 1 212 963 7062, fax: 1 917 367 1767).

4. Given that a large number of States parties are expected to take part in the debate, the Chair-designate has indicated that it would be highly desirable for statements not to exceed five minutes so that the general debate can be completed within the envisaged time frame. Representatives speaking on behalf of a group of States are encouraged to deliver statements that do not exceed eight minutes.

5. Delegations are kindly requested to submit electronic versions of their statements as early as possible for posting on the PaperSmart portal to papersmart@un.org. The title and the date of the meeting should be indicated in the subject line of the e-mail. The statements will be available to view and download from the PaperSmart portal upon delivery. The secretariat kindly requests that delegations provide only 25 hard copies of official statements for the technical services. The United Nations does not provide photocopying services.

III. List of participants

6. States parties, observer States and intergovernmental organizations are requested to provide, in writing, the composition of their delegations at the session, as soon as possible and by no later than 14 April 2017, to the Secretary of the Preparatory Committee, Mr. Ioan Tudor, Office for Disarmament Affairs, United Nations, Room S-3151, New York, New York 10017, United States of America, or to the Treaty secretariat (fax: 1 917 367 1760). To facilitate the preparation and early distribution of the list of participants, it is requested that electronic documents containing the names of representatives be provided in Microsoft Word or a compatible format. Electronic copies should be provided to Ms. Lucia Andaya of the Treaty secretariat by e-mail (andaya@un.org) as soon as possible but no later than 14 April 2017.

IV. Accreditation and registration procedures

7. Members of delegations who are not already accredited to the United Nations Office at Vienna are requested to fill in the registration form annexed to the present

document (annex I), which may be photocopied, and to return it to the Treaty secretariat by no later than 14 April 2017 (Mr. Hong Tan, Room S-3164, tel.: 1 212 963 7062, fax: 1 917 367 1767). To facilitate the registration procedure, participants are requested to fill in the registration form using Microsoft Word and to provide electronic copies of the completed registration form to Mr. Hong Tan by e-mail (tan1@un.org), with copy to Ms. Lucia Andaya (andaya@un.org), and by no later than 14 April 2017.

8. Providing the individual e-mail addresses of the participants in the registration form will ensure that all participants receive an automatic e-mail confirming their registration. The e-mail will also contain a link that will enable each participant to upload a photograph, which is needed to issue a pre-printed conference pass and which will therefore shorten the time needed to issue an access pass on the day of registration.

9. Identification passes will be issued at Gate One of the Vienna International Centre. Participants who have uploaded their picture in advance will be able to collect their pass from the area marked "Pre-printed conference passes". Participants who have not uploaded their picture in advance will be able to collect their pass from the Pass Office. Both places are located to the right after the entrance to Gate One. Registration will open on 28 April from 8 a.m. to 4 p.m. Registration will continue until the end of the first session of the Preparatory Committee on 12 May. The Pass Office will be open from 8 a.m. to 4 p.m. from Monday to Friday. While the United Nations facilities will be closed on Monday, 1 May, arrangements will be made for registration on that day from 10 a.m. to 4 p.m. Participants will need their passport to collect their pass.

V. Documentation

10. The first session of the Preparatory Committee will be a PaperSmart session, meaning that a limited number of hard copies of documents will be available. No hard copies of pre-session documents will be available. All documents and statements for the first session will be available from the website of the 2017 Preparatory Committee (www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2017/).

11. Pursuant to the guidelines of the General Assembly on the submission of documentation (in particular, Assembly resolutions 52/214, 53/208 and 59/265), documents submitted by States parties should not exceed 20 pages (10,700 words). However, it is strongly recommended that documents not exceed five single-spaced pages (2,675 words) to reduce costs, facilitate translation and ensure timely issuance. Given the special circumstances under which the Review Conference and its Preparatory Committee works, States parties may submit pre-session documentation, including reports and lengthy working papers, to the secretariat at least six weeks before the start of the first session of the Preparatory Committee and by no later than 17 March 2017 to facilitate translation into the official languages and issuance two weeks prior to the session. In order to comply with these requirements, delegations are encouraged to provide only new information when submitting reports. States parties are requested to submit documents in Microsoft Word to the Treaty secretariat, to Mr. Hong Tan (tan1@un.org), with copy to Ms. Lucia Andaya (andaya@un.org). It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the Treaty secretariat.

VI. Side events and exhibitions

12. The number of rooms available for holding side events during the first session of the Preparatory Committee is limited. However, States and organizations that plan to hold a side event utilizing United Nations facilities can apply for consideration by completing the side event request form annexed to the present document (annex II) and submitting it to Ms. Haruka Katarao (haruka.katarao@un.org) by no later than 31 March 2017. The availability of facilities is not guaranteed and applications will be considered taking into account the needs and requirements of the applicant. It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the Treaty secretariat.

13. Limited space is available for exhibits. To request the use of such space and enquire about the relevant details, applicants should contact Ms. Katarao (haruka.katarao@un.org).

VII. Secretariat

14. The NPT secretariat may be contacted by telephone (1 212 963 0386) or fax (1 917 367 1760).

15. A provisional list of secretariat officials is provided below.

Area of responsibility	*Name*	*Telephone no.*	*E-mail address*
Secretary	Ioan Tudor	1 917 367 9479	tudori@un.org
Non-governmental organizations	Haruka Katarao	1 212 963 4178	haruka.katarao@un.org
Side events	Haruka Katarao	1 212 963 4178	haruka.katarao@un.org
Documentation	Hong Tan	1 212 963 7062	tan1@un.org
Participant list	Lucia Andaya	1 212 963 0386	andaya@un.org
Speakers list	Hong Tan	1 212 963 7062	tan1@un.org

Annex I

Registration form*

First session of the Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons
2 to 12 May 2017, Vienna

Vienna International Centre
Wagramer Strasse 5
A-1400 Vienna, Austria

To facilitate the necessary administrative arrangements, we kindly ask you to fill in this form and return it to Mr. Hong Tan, Office for Disarmament Affairs, United Nations, Room S-3164, New York, New York 10017. Mr. Hong can be contacted by telephone (+1 212 963 7062), fax (+1 917 367 1767) or by e-mail (tan1@un.org), with copy to Ms. Lucia Andaya (andaya@un.org).

Permanent Mission of to the United Nations		
Head of delegation	☐ Yes	
First name:		
Last name:		
Title:		
Date of birth: (dd/mm/yyyy)		
Nationality:		
Passport number:		
Passport expiration date: (dd/mm/yyyy)		
Contact address:		
Telephone number(s):		
Fax number(s):		
Mobile number:		
E-mail address:		
If you are carrying a badge from either United Nations Headquarters (UNHQ NY) or the United Nations Office at Geneva (UNOG), please indicate which:		
☐ UNHQ NY	☐ UNOG	

Kindly respond no later than 14 April 2017

* To be filled in by delegates who are not already accredited to the United Nations Office at Vienna.

Annex II

Side event request form

Please print details clearly and fill in all fields.

This form must be returned by e-mail to Ms. Haruka Katarao, haruka.katarao@un.org, United Nations Office for Disarmament Affairs, by 31 March 2017.

Profile of the organizer		
Name of the organization		
Head of the organization		
Main activities of the organization		
Website of the organization		
Any past NPT event		
Profile of the event		
Title of the event		
Description of the event		
Proposed date (*Note*: The Vienna International Centre is closed on 1 May 2017; no meetings will be held on that date.)		
Proposed time and duration	From:	To:
Proposed venue		
Sponsors		
Speakers' names and affiliations		
Planning requirements		
Expected number of participants		
Assistance needed to obtain a United Nations pass?	☐ Yes ☐ No	If yes, please specify their names and affiliations.
Technical needs* (Cost to be borne by the requestor.)	☐ Overhead projector ☐ Name plates (please specify)	☐ other (please specify) _____
Contact information		
Name of contact person		
Mailing address		
Telephone		
Fax		
E-mail		
We agree to bear all costs incurred for the requested equipment and services. Signed by: (Authorized representative of the requestor.)		Date:

* Each conference room comes equipped with projection facilities, one computer and one connected printer. WiFi is available throughout the conference premises.
Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in the areas designated for this purpose.